

ACCOUNTING • BUDGET • REVENUE

HAPPY NEW YEAR!!!

AFTER A SUCCESSFUL 2016, THE FINANCE DEPARTMENT IS LOOKING FORWARD TO ANOTHER PRODUCTIVE YEAR.

MISSION & VISION STATEMENT

MISSION STATEMENT

Through exceptional customer service and effective partnerships, we deliver accurate and timely financial services

VISION STATEMENT

The Finance Department will provide financial solutions and services in support of the Town's vision and community objectives through:
Proactive Education, Purposeful Planning,
Excellent Communication and
Fiscal Accountability



Trish Muller
Finance Director

Sara Ruby
Administrative Assistant

Michael Tempel
Business Systems Analyst

Accounting

Budget & Finance

Revenue

Nicole Carner
Interim Assistant Finance Director

Christie Guthrie
Accounting Manager

Kimberly Kraft
Accounting Supervisor

Caitlin Machone
Accountant

Michele Rupprecht
Payroll Technician

Sarah Kiefer
Accounting Technician

Katie Parker
Accounting Technician

Nalene Pecore
Accounting Technician

Matt Gohl
Interim
Budget & Finance Manager

Matthew Kipp
Financial Analyst

Tom Castillo
Financial Analyst

Edward McWilliams
Finance Project Analyst

Pete Mangers
Revenue Manager

Jamie Authier
Sales Tax Auditor

Greg Doane
Sales Tax Auditor

Jane Chrestensen
Sales Tax PIF Specialist

Kellie Helm
Senior Customer Service Representative

For More Information Please Visit:

www.CRgov.com
Services/Finance

FINANCE

ACCOUNTING ACTIVITIES



EMPLOYEE HIGHLIGHT

Michele Rupprecht works in Finance as the Town's Payroll Technician.

Michele has a Bachelor of Science in Finance and Marketing from the University of Colorado – Boulder. She has an extensive background in all aspects of accounting including processing payroll for 20+ entities.

Michele's work experience and expertise is a great addition to our team. Michele has two grown sons who are both attending Universities in Colorado.

She enjoys walks with her dog, gardening, and trips to the beach and family gatherings. Michele moved to Colorado in 1973 from Tripoli, Libya where her Dad worked as a petroleum geologist.

She has lived in Parker, CO since 1994. We are excited to have Michele on our team.

IMPORTANT DATES

January 2017 W-2's and 1099's were mailed out.

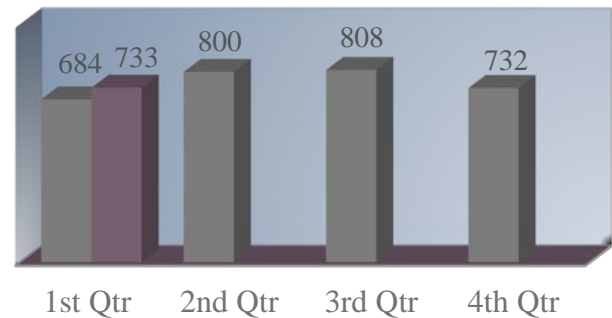
February 6, 2017 was the A/P cutoff for all 2016 Invoices.

April 24-28, 2017 Auditors from Eide Bailly will perform the annual financial audit.

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

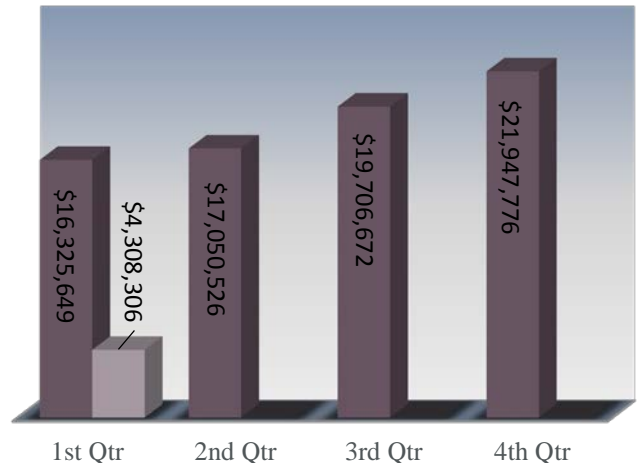
■ 2016 ■ 2017



ACCOUNTS PAYABLE / PURCHASING

TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2016 ■ 2017



TOTAL AP CHECKS CUT

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 (YTD)</u>
5,880	5,914	6,474	475

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Public Works cash flow analysis updates for North Meadows Extension to complete payments
- Monthly Financial Department/Division reports and analysis
- Public Safety overtime detail reports and project code reports
- Tom Castillo participated in Cartegraph user group training and preparation with the Parks and Recreation Department
- Analysts participated in continuing OpenGov training with Michael Tempel
- Worked on reimbursement from the U.S. Dept. of Justice for bulletproof vest purchases
- Tom Castillo worked on the 2016 CIRSA audit for volunteers and community service workers
- Tom Castillo created a long-term planning tool for the Parks department to assist with utilization of funds through 2030
- Matt Kipp updated long term financial projections for the Transportation and Transportation Capital funds to assist with planning in the 2018 Budget process

IMPORTANT UPCOMING DATES

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

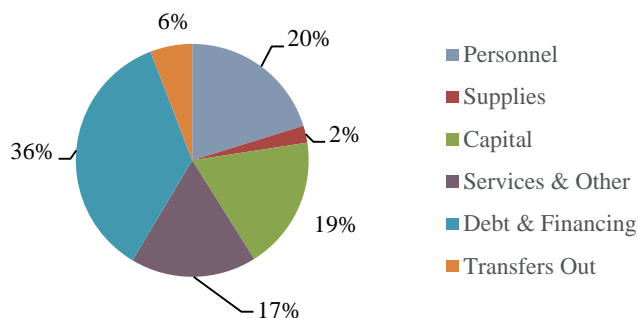
- February 28-March 23: Financial Analysts work with departments to develop first drafts of requested information for inclusion in 2018 Budget, 2018-2020 Three Year Balanced Plan (Business Cases) and 2018-2022 5-Year CIP (CIP pages)

BUDGET DEVELOPMENTS

- Prepared the final 2017 Budget Document for printing and binding
- Tom Castillo prepared the 2017 Budget document for submission to Government Finance Officers Association Distinguished Budget Presentation Award program
- Submitted the 2017 Budget for the Town and the United Fire Dispatch Authority to the Colorado Division of Local Affairs
- Presented the 2018 Budget preparation calendar to the Department Head team
- Analysts worked to refine templates and projection processes for the 2018 Budget development process

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through December 2016





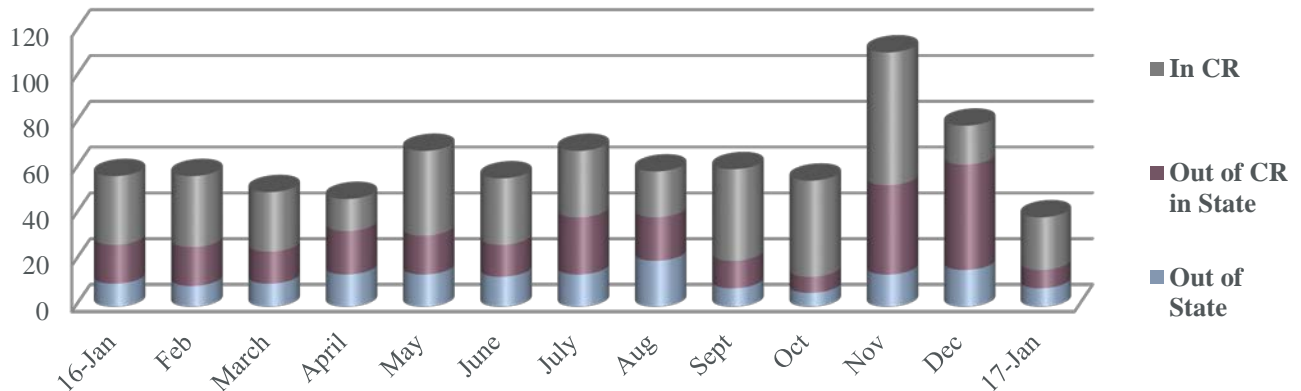
REVENUE

JANUARY 2017

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 39 new business licenses in January, including in Town businesses. Castle Rock currently has a total of 3,955 active businesses licensed 1,883 or 47% of all businesses licensed are based in Castle Rock There have been 41 accounts closed in January <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For more information on New Castle Rock Businesses Please visit www.crgov.com/411</p> </div>	KAI Consulting Healthcare Consulting Services	Sapient Solutions LLC Firearms Training Services
	Burnt Out BBQ Co BBQ Sauces and Dry Rubs	MDP Home Inspections LLC Home, Radon & Mold Inspections
	C Automotive LLC Automotive Repair, Services & Parts	Next Level Investments Inc Investment Company
	Sacred Space Reiki Reiki Services	VinVan Knits Hand Knit Items
	Vintage Designs Crafted Items	FroYoBot Prepacked Ice Cream Vending Machine
	Home Service Pros LLC Home Maintenance Service Packages	Sherice's Shine House Cleaning

BUSINESS LICENSES ISSUED



This graph illustrates how many business licenses are issued per month, by area.



REVENUE

JANUARY 2017

FINANCE

ENFORCEMENT

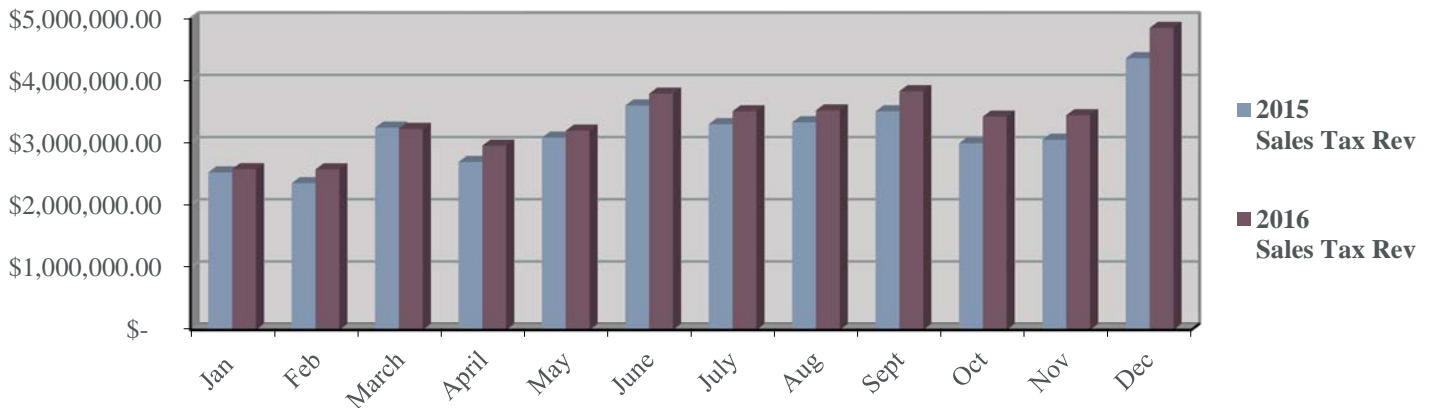
- Sales Tax has collected \$28,870 in delinquency revenue for the month of January
- We currently have 43 audits in process. With 7 audits to begin in February
- \$53,501 Audit Revenue was collected in January

REPORTING

December	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 4,367,857	\$ -	\$ 4,367,857
2016	\$ 4,855,770	\$ 11,097	\$ 4,844,673
Dollar +/-	\$ 487,913	\$ 11,097	\$ 476,816
Percent Change	11.2%	100.0%	10.9%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 38,340,444	\$ 545,990	\$ 37,794,454
2016 YTD	\$ 41,753,600	\$ 448,084	\$ 41,305,516
Dollar +/-	\$ 3,413,156	\$ (97,906)	\$ 3,511,062
Percent Change	8.9%	-17.9%	9.3%

SALES TAX REVENUE



* Sales Tax is reported a month in arrears, we will report last months' revenue in the current month.